

**LOUDOUN COUNTY
WATER RESOURCES TECHNICAL ADVISORY COMMITTEE**

BYLAWS
November 20, 2008

ARTICLE I –PURPOSE

The overall purpose of the Committee is to advise the Board of Supervisors on all matters related to water resources within Loudoun County. Specifically, the Board of Supervisors has adopted the following role and responsibilities for the Committee:

- Provide a quality control function for the County's groundwater quality and quantity, surface water quality, quantity and habitat, watershed management, flood control management and stormwater management programs from both the local and regional perspective.
- Review and provide recommendations for work plan parameters, collected data, staff recommendations and program enhancements for the County's water resource programs.
- Provide the Board of Supervisors with reports of the Committee's findings and recommendations related to the County's water resource programs.
- Provide the Board of Supervisors input/recommendation for policy direction related to programs and associated issues.
- Provide technical assistance to County staff.

ARTICLE II - MEMBERSHIP

The Committee shall be comprised of a minimum of nine (9) members appointed by the Board of Supervisors per the following adopted guidelines:

- The Committee will be comprised of individuals of diversified technical expertise and philosophical perspectives.
- Voting members shall have no conflict of interest, meaning no direct financial or other incentive that may affect their advisory capacity on a specific issue.

- The composition of the Committee will ensure that all disciplines and facets of water resource management are represented.
- In addition to the citizen based membership on the Committee, the following shall also have representation:
 - Loudoun Soil and Water Conservation District
 - Loudoun Water
 - Loudoun County Health Department.

These representatives will be included in the Committee composition to ensure that the Committee addresses water resource issues in a holistic manner. Representatives from these organizations will be non-voting members and shall serve in the same capacity as County staff.

- The County staff representing water resource-related programs within County government shall participate as non-voting members. These County programs may include, Stormwater Management Program, Erosion and Sediment Control Program, and Department of Building and Development teams for Environment Review, Natural Resources, and Water Resources.
- Membership of the Committee will run concurrent with the Board of Supervisors' term.

ARTICLE III - OFFICERS

The officers of the Committee shall consist of a Chair and a Vice-Chair.

The Committee at its first or second regular meeting shall elect the officers of the Committee from the voting members for a one (1) year term, each year. Officers may be re-elected to serve more than 1 consecutive term.

Vacancies in office shall be filled by regular election procedures. Separate elections will be held to elect the Chair and Vice-Chair. The candidates receiving the majority vote of the entire voting membership of the Committee shall be declared elected to the Chair or Vice-Chair position.

The Chair and Vice-Chair shall take office immediately and serve for one (1) year.

The Chief Engineer, Department of Building and Development, or his/her designee shall act as Secretary to the Committee.

ARTICLE IV - DUTIES OF OFFICERS

The Chair shall:

- Preside over all meetings.
- Appoint committees, special and/or standing and assign issues thereto.
- Rule on all procedural questions, subject to a reversal by a simple majority vote of the voting members present.
- In coordination with the Secretary, establish the agenda for the Committee.
- May cancel a meeting when there is no business.

The Vice-Chair shall:

- Act in the absence or inability of the Chair and shall have the powers to function in the same capacity of the Chair in cases of the Chair's inability to act.

The Secretary or designee shall:

- Keep a written record of all business transacted by the Committee.
- Notify all members of all meetings accompanied by an agenda and supporting materials.
- Keep a file of all official records and reports of the Committee.
- Prepare Staff Report to support Committee reports to the Board of Supervisors.
- Shall call or inform members to attend the first meeting of the new committee.

ARTICLE V – MEETINGS

The Committee shall hold meetings, generally on a monthly basis, at a date and time designated at least five business days prior to the meeting, in the main County Government Center or other County Government Buildings as designated and approved by Government support Staff.

The Secretary will distribute an agenda with supporting materials to the Committee members prior to scheduled meetings. All agenda items shall constitute action by the Committee. All other matters shall be distributed to the Committee with the agenda as information items. Agenda items proposed by Committee members should be forwarded to both the Chair and Secretary and should be accompanied with the supporting materials in advance and prior to the distribution of the agenda.

Two thirds (2/3) of the Committee voting membership shall constitute a quorum. No action of the Committee shall be valid unless a quorum is present and is authorized by a simple majority vote of those present and voting.

The Chair may call special meetings of the Committee or by two (2) members upon written request to the Secretary.

Sub-committee meetings shall be conducted and recorded by the appointed subcommittee Chair.

All meetings shall be posted on the County's public calendar and shall be open to the public as provided in the Virginia Freedom of Information Act.

ARTICLE VI - AMENDMENTS

These bylaws may be amended by a two-thirds vote of the voting membership of the Committee. Any substantive changes to these bylaws require approval by the Board of Supervisors.

These By-laws shall be a living document. They shall be reviewed, and edited as needed at the start of each new WRTAC board term.